



CITY OF HOUSTON

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April 2, 2013

SUBJECT: Letter of Clarification No. 1

REFERENCE: RFP No.: S10-T24487 for

**PERIODICALS, SERIALS, AND NEWSPAPER SUBSCRIPTION SERVICES
FOR THE HOUSTON PUBLIC LIBRARY.**

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reason:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Proposal:**

1. Vendor Question: "I interpret that the Certificate of Insurance does not need to be provided before Contract Award. Is that correct?"

COH Answer: *"No. The Certificate of Insurance and respective endorsements will be requested from the recommended contractor prior to contract award."*

2. Vendor Question: "I note that the contract is to begin August 2. What are the start dates for the periodicals in general? Do we assume January 1, 2014?"

COH Answer: *"Yes, January 1, 2014."*

3. Vendor Question: "Do you accept an additional pre-payment discount?"

COH Answer: *"Yes, However, you would need to detail out what sort of discount will be offered including which titles the discount is available for, what the actual discount is, and how pre-payment is defined. (For example, payment at least one month in advance of renewal date vs. payment three months in advance, etc.)"*

Partnering to better serve Houston

4. Vendor Question: "Can we assume that the payment will be issued through a purchase order and then paid by check or wire transfer?"

COH Answer: *"HPL submits a purchase order to the contractor, then the contractor invoices HPL. The Library approves the invoice and then the City pays the invoice, preferably by wire transfer."*

5. Vendor Question: "What is the number of the population served?"

COH Answer: *"There are 750,000 active cardholders, and the population is two million."*

6. Vendor Question: "Should we provide a quote for print only on the titles listed in the pricing form (fee schedule), or do you want additional formats quoted, such as print plus online?"

COH Answer: *"A quote for print only is required. We would be interested in seeing quotes for additional formats such as print and online."*

When issued, Letter(s) of Clarification shall automatically become a part of the Proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a Proposal on this project, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Proposal.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact me at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,



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GH:DM:gh

cc. Syma Zerkow, HPL; Lin Swalley HPL; Pat Ogea; File